

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-041 Issue Date: 03-27-12 Closing Date: 04-02-12

Enrollment Clerk-OA III
Enrollment
Department of Administration
Hourly Wage: DOQ/Full-Time/Regular

Assists the Tribal Enrollment staff with a variety of duties. Employees will be responsible for receptionist duties, which will include answering non-technical questions, distributing the correct forms, and assisting with completing forms. Employee will explain the requirements and documentation necessary when applying for enrollment. Work requires discretion and the development of excellent judgment in working with enrollment matters. Duties include Xeroxing, filing, typing, computer use, answering telephones, preparing ID cards, ordering office supplies, assist with preparation of per capita mailings, assist with burial applications and will assist families purchasing tribal caskets.

Knowledge, Skills and Abilities:

- Knowledge of the Enrollment Act of August 9, 1946, PL 79-706 (60STAT.986) as amended by Act of December 31, 1970, PL 91-627 (84 STAT. 1847).
- Knowledge of the Privacy Act and Freedom of Information Act.
- Skill in record keeping, bookkeeping I, and computer use.
- Ability to learn to operate an I.D. Camera.
- Ability to maintain a card file of enrollment members and keep a record of all documents requested by tribal members.
- Ability to handle stressful situations and to display appropriate conduct with the bereaved.
- Ability to maintain strict confidentiality of enrollment information.
- Ability to use judgment and discretion in performance of duties.

General Recruiting Indicators:

- Requires twelve (12) months of work related experience as an office assistant II, or must be able to provide documentation showing the knowledge, skills and abilities related to this position to carry out with duties successfully.
- Ability to pass a criminal background check (if applicable).
- Ability to pass a pre-employment drug and alcohol test.